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Hierarchy Structure: Building and Mod

Instructor: Carl Hailes

Program Goal

To provide participants with information on how hierarchy structures are created and modified to meet their agencies' organizational needs.

What does hierarchy mean?

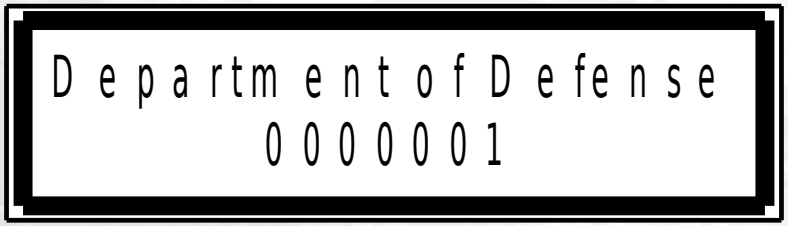
Hierarchy, in relation to the GSA SmartPay Program, is defined as the the organizational structure within a company or chain of command, by which accounts are allocated and reports are distributed.

How are hierarchies created?

Hierarchies are created using the organizational structure within your agency, as provided by the managers of the GSA SmartPay Program for your agency.

How are hierarchies created?

Hierarchy begins with establishing a parent unit or company.



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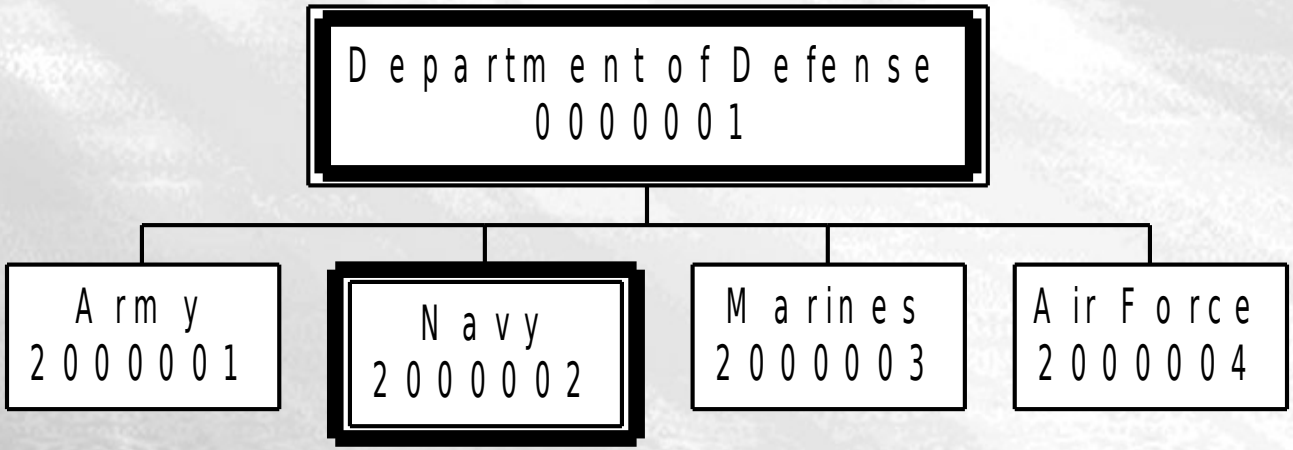
How are hierarchies created?

Then subordinate components of the parent company are added.



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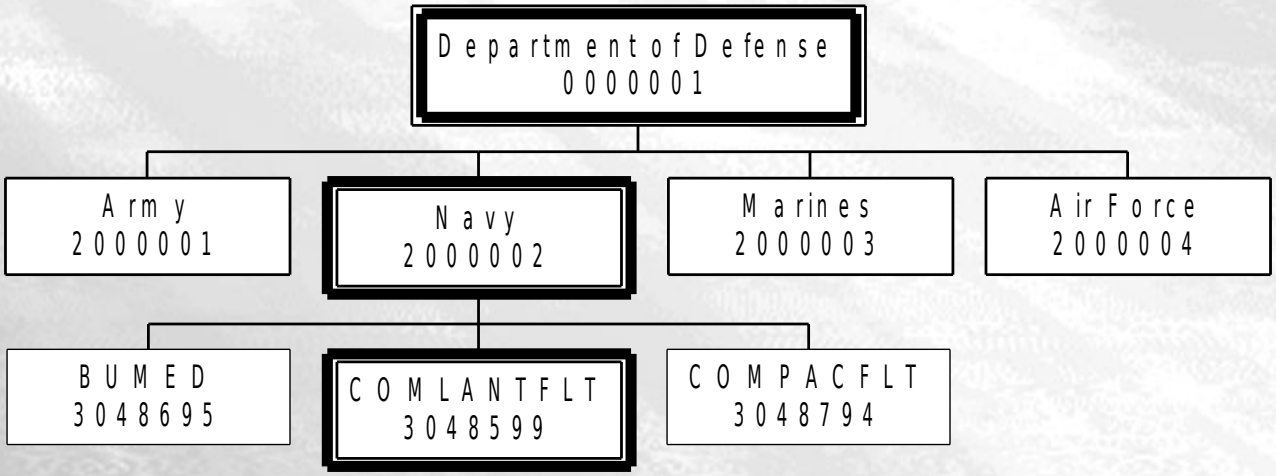
How are hierarchies created?

Next, Claimancies, or Major Commands are added to the components.



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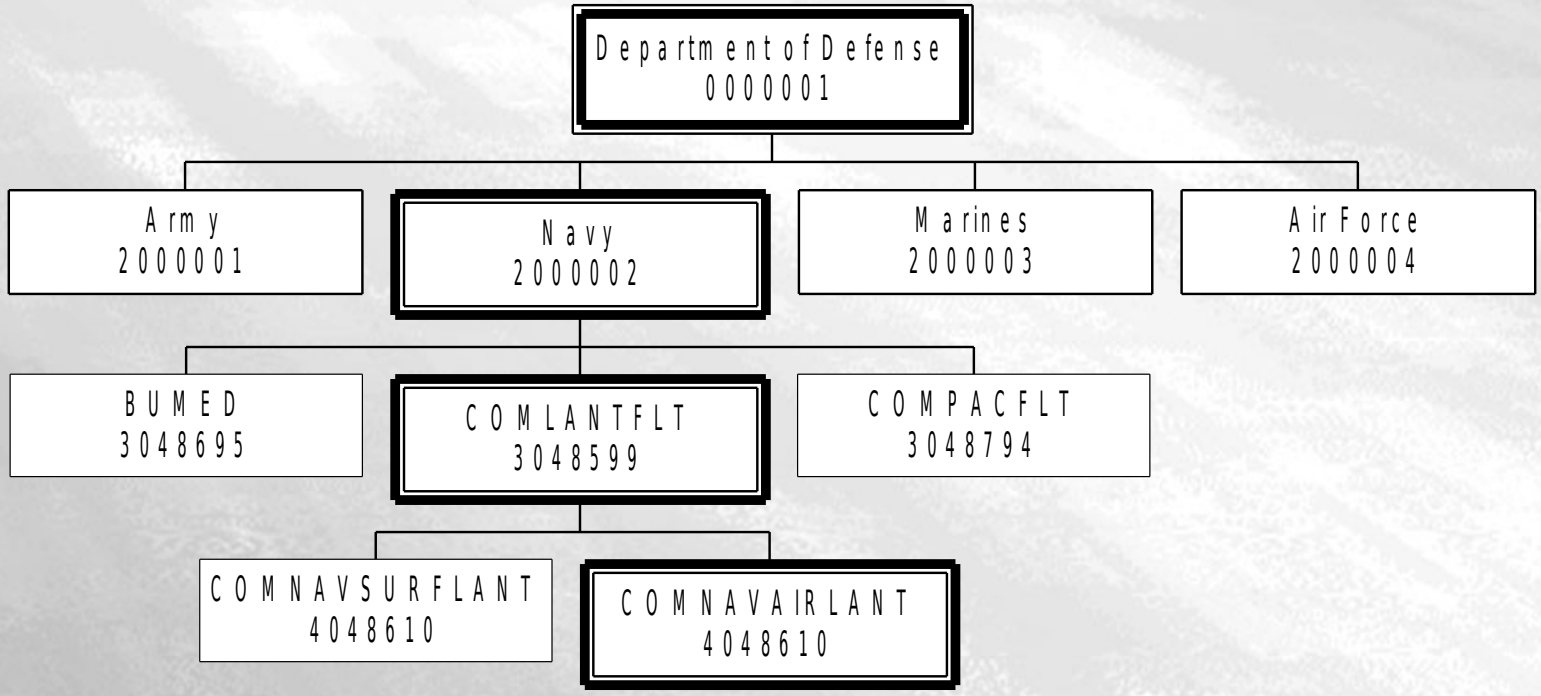
How are hierarchies created?

Installations are then added to the Claimancies.



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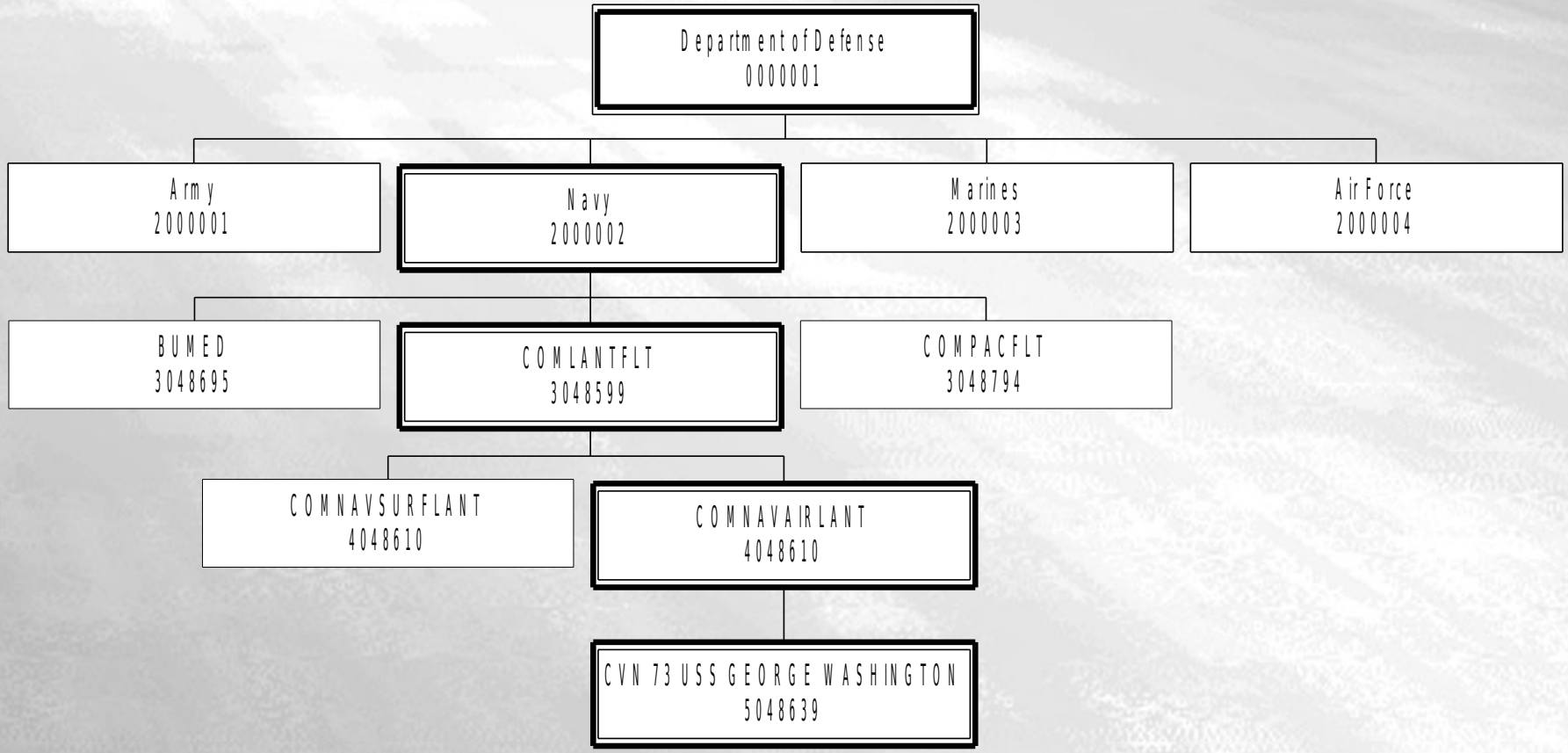
How are hierarchies created?

Activities are then added to Installations.



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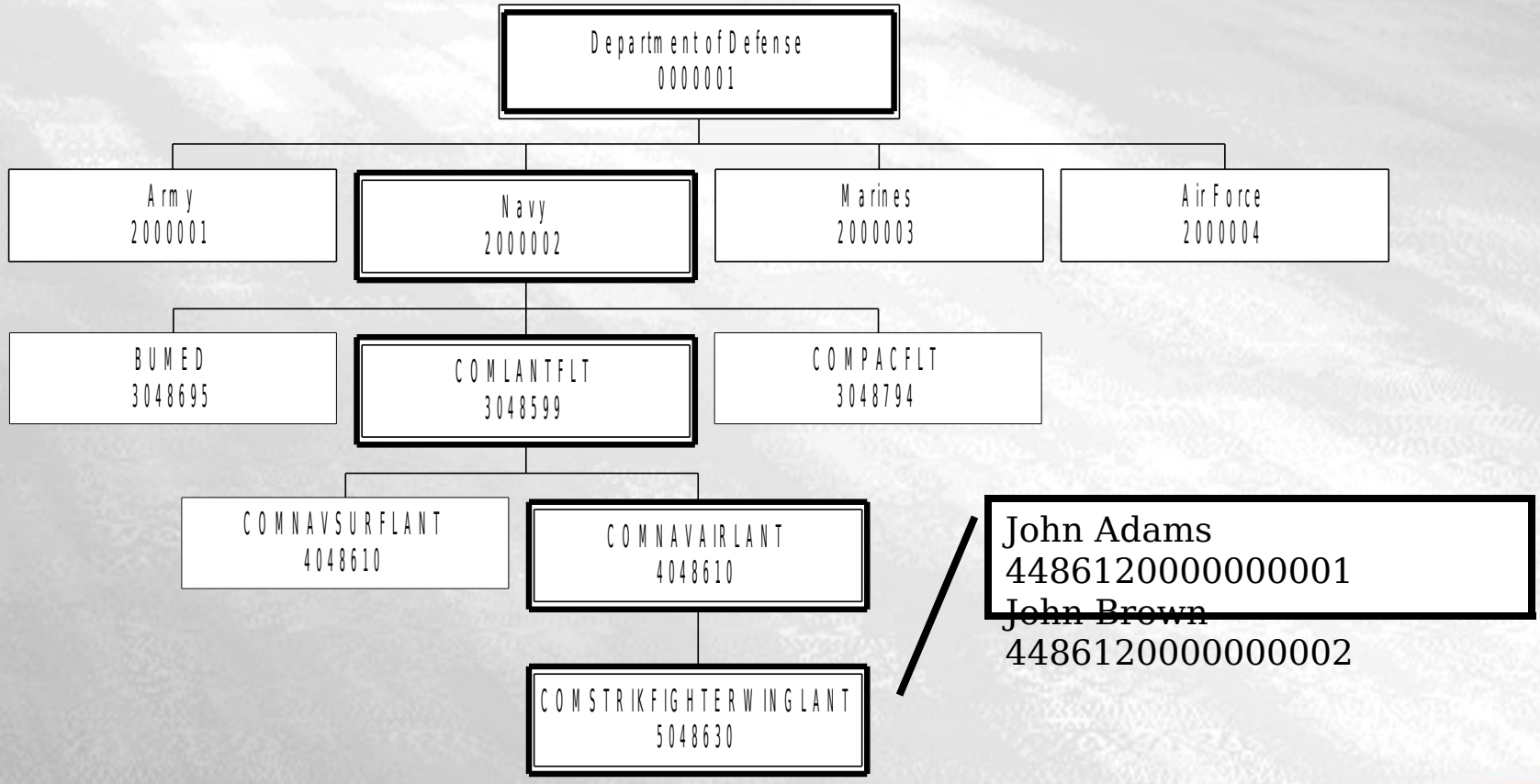
How are hierarchies created?

Account Holders are generally placed in the activities where they work.



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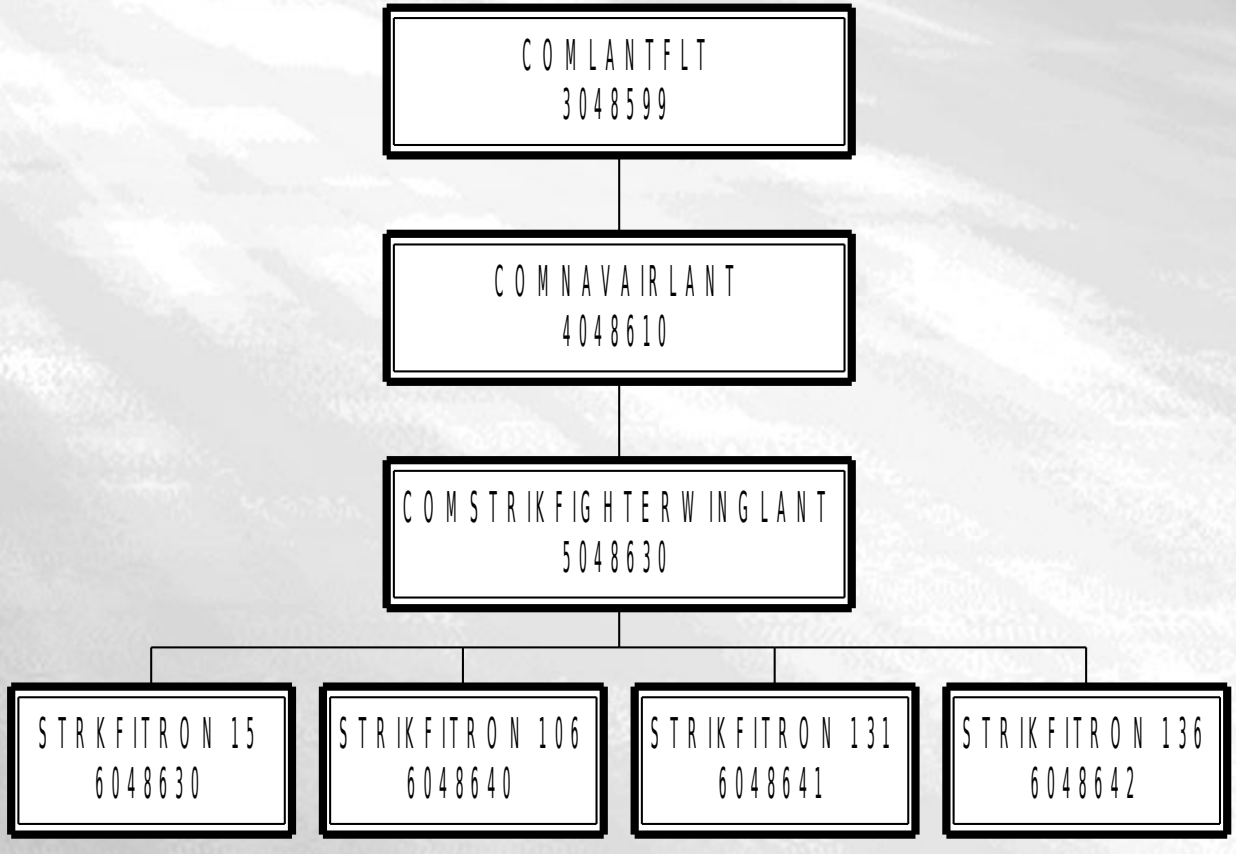
Adding Additional Hierarchy Levels

Due to the number of Account Holders that may fall within an activity, it may become necessary to further breakdown an activity into units that will allow for easier management.

EX: The Fighter Wing has 2000 account holders, which may be difficult to manage by one APC. This number can be broken down into 4 sub-units with 500 account holders per unit. APC's can then be assigned at the sub-unit level with smaller numbers of account to manage.

Adding Additional Hierarchy Levels



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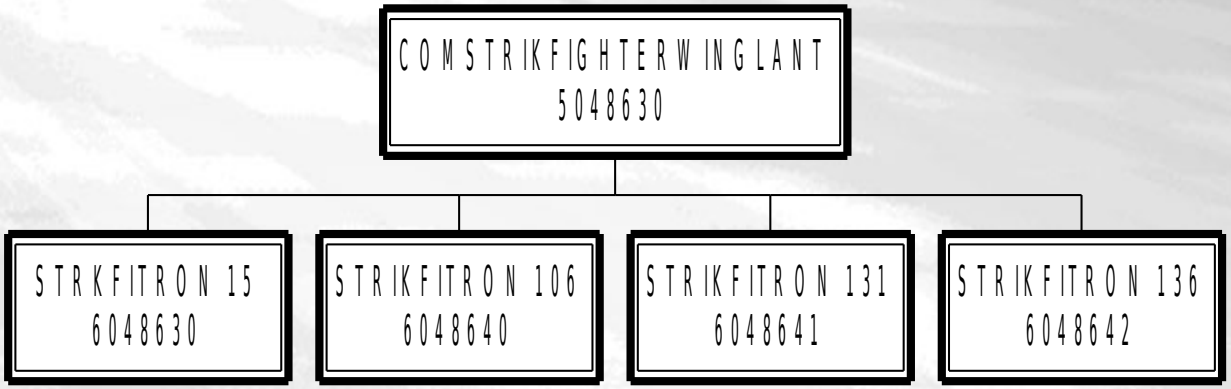
Adding Additional Hierarchy Levels



Once the new units are added, accounts can be transferred
from the fighter wing into the squadron levels below it.

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